



Granite Town Media

Advisory Committee

Meeting Minutes

24 March 2016

Present: Kevin Drew, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Dave Alcox, Kevin Federico, Tim Finan, Don Jalbert

Guests:

Call to Order:

Meeting called to order 7:03 PM

Minutes

- Minutes provisionally approved as a quorum was not present.
- Tom: correction to posted January minutes, Don did not attend.

Year End Financials

- Not yet finalized, should be ready for next meeting

Membership

- David and Tim were re-appointed by the BoS on March 14th, need to update terms on the web site. Mike indicated Tina was in process of doing that.

Expanded Meeting Coverage

- Library Trustless meeting coverage begins next month. Initial test meeting used shotgun microphone but audio was not intelligible.
- Water and Sewers commissioners have agreed to have GTM cover meetings.
- Recycling committee? Next on the expanded coverage list.

Revised Policy and Procedure Manual

- BoS approved it at the March 14th meeting Needs to be posted on the web site. Mike does not have the latest copy will need to get it from Tim. Tom mentioned, be sure it is a clean copy; current one posted on the site still has a lot of draft copy edit notes.
- Tom asked if the overview letter to committees about GTM coverage has been created. Mike was not sure.

Equipment Upgrades

- Mike purchased four boundary microphones to improve audio coverage. Cost \$239 each.

- Tim, Mike, Tom and Bruce Dickerson IT director met at the school March 22nd to discuss integrating the GTM equipment into the town hall LAN and make other improvements.
- Project overview Phase 1
 - Network link between Town Hall and GTM equipment at HS
 - Implement remote access to GTM equipment
 - Change video routing so web based “live” feed is identical to EDU and GOV channels. Currently it only shows recorded content.
 - Add two servers to automate EZStream video on demand creation for EDU and GOV channels.
 - Remove unneeded and obsolete equipment
 - Install UPS and new power feed to improve reliability.
- Project overview Phase 2
 - Replace UTP copper cabling with fiber at the high school. Cable cost is about \$300 per drop plus cost of installation. Will also need media converters at each end.
- Project overview Phase 3
 - Study if wireless coverage of sporting events is feasible.
- Comcast account at HS may need to increase upload speed. With 2 EZStream live streams there is only 2Mbps of upload capacity remaining. This explains why EZStream upload of large meetings is so slow. Mike will follow up with Comcast to verify which plan we are on and what options are available to improve upload speed.
- Tom requested Mike produce a weekly project status report: what was accomplished, next steps and problems that need resolution. Mike agreed to every Friday, except this Friday as he is on vacation this Friday. Should include Bruce Dickerson and Jerry Stajduhar School IT.

Asbestos abatement at HS

- Project begins June 27th, expected to last for 6 weeks. During that time no access to GTM equipment.

Work Item Status

- Oval camera connection upgrade. To improve reliability need to install a dedicated Wi-Fi access point. Mike needs to follow up with Brice Dickerson.
- Mobile Camera Kit – with new microphones all set to go.

Video Projects

- Crosswalk safety PSA.
- Heroin PSA is being reshot to include information on treatment centers.
- PSA is on the PD page. Tom asked Mike to make the video easy to access. Should be linked on GTM page in addition to individual departments.
- Student PSA, Domestic violence, Drug safety, Culinary program – knife safety and salad preparation
- Water Utilities - video pipe inspection.

- Tom suggested possible PSA about folks using the Boys and Girls club to access Keyes field during the superfund remediation. This is causing problems for the club as they need the parking space for their activities.
- Mike delivered a copy of the CAST production video hosted by the Boys and Girls club to them

Upcoming Meeting:

28 April 2016 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 7.46 PM

Respectfully submitted: Tom Schmidt